# Assassination Records Review Board
# Final Determination Notification

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        AGENCY : HSCA
     RECORD NUMBER : 180-10070-10144
     RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :
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**December 8, 1995**

**Status of Document:** Postponed in Part

**Number of releases of previously postponed information:** 5

Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

**Number of Postponements:** 3

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Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

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**Board Review Completed:** 10/24/95

# JFK ASSASSINATION SYSTEM

## IDENTIFICATION FORM

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### AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10070-10144

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

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### DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 03/06/78
PAGES : 8

SUBJECTS :
HSCA; ADMINISTRATION
RIFE, REBECCA A.

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 07/16/93

OPENING CRITERIA :

COMMENTS :
Box 3.

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[R] - ITEM IS RESTRICTED

# PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

**U.S. HOUSE OF REPRESENTATIVES**
**Washington, D.C. 20515**

**(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)**

## To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

| Employee Name (First-Middle-Last) | Effective Date |
|---|---|
| Rebecca A. Rife | 12/31/78 |
| **Employee Social Security Number** | **Type of Action** |
| 192-34-0781 | ☐ Appointment<br>☐ Salary Adjustment<br>☐ Title Change<br>☒ Termination (At close of business on effective date)<br>☐ Leave without pay (Beginning with effective date above and ending close of business________________ Specify Date) |
| **Employing Office or Committee/Subcommittee** | |
| Assassinations | |

(If type of action is an Appointment, Salary Adjustment, or Title Change, complete appropriate information below.)

| Position Title | Gross Annual Salary* |
|---|---|
| | |

* If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number______________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date January 2, 19 79

________________________________
(Signature of Authorizing Official)

________________________________
(If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)

LOUIS STOKES
(Type or print name of Authorizing Official)

________________________________
(Type or print name and title of above official)

CHAIRMAN
(Title – If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:________________________________
Chairman, Committee on House Administration

| Office of Finance use only: | |
|---|---|
| Office Code__________ | ID ____________ |
| | Benefits ____________ |
| Monthly Annuity $__________.00 as of ____________ | Payroll ____________ |

(Revised: August 1, 1977)

Copy for Initiating Office or Committee

**PAYROLL AUTHORIZATION FORM**

(Please Use Typewriter or Ballpoint Pen)

**U.S. HOUSE OF REPRESENTATIVES**
**Washington, D.C. 20515**

**(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)**

**To the Clerk of the House of Representatives:**

I hereby authorize the following payroll action:

| Employee Name (First-Middle-Last) | Effective Date |
|---|---|
| Rebecca A. Rife | 3/6/78 |
| **Employee Social Security Number** | **Type of Action** |
| 192-34-0781 | ☒ Appointment<br>☐ Salary Adjustment<br>☐ Title Change<br>☐ Termination (At close of business on effective date)<br>☐ Leave without pay (Beginning with effective date above and ending close of business ____ Specify Date) |
| **Employing Office or Committee/Subcommittee** | |
| Select Committee on Assassinations | |

(If type of action is an Appointment, Salary Adjustment, or Title Change, complete appropriate information below.)

| Position Title | Gross Annual Salary* |
|---|---|
| Secretary | 13,500.00 |

* If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 879 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number______ If applicable, Level______ Step______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date 3/6, 19 78

[signature] (Signature of Authorizing Official)

______ (If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)

Louis Stokes (Type or print name of Authorizing Official)

______ (Type or print name and title of above official)

Chairman (Title - If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED: ______
Chairman, Committee on House Administration

Office of Finance use only:

Office Code______ ID______

Benefits______

Monthly Annuity $______.00 as of ______ Payroll______

(Revised: August 1 1977)

Copy for Initiating Office or Committee

# M E M O R A N D U M

TO: ALL STAFF

RE: Payroll Certification

The Regulations and Accounting Procedures for Allowances and Expenses of Committees, Members and Employees of the U.S. House of Representatives require that, among other things, the Committee's monthly payroll certification include the relationship, if any, of each employee to any current Member of Congress. This certification is signed monthly by our Chairman.

The following are the relationships to be included in the certification:

| | | |
|---|---|---|
| father | nephew | brother-in-law |
| mother | niece | sister-in-law |
| son | husband | stepfather |
| daughter | wife | stepmother |
| brother | father-in-law | stepbrother |
| sister | mother-in-law | stepsister |
| uncle | son-in-law | half-brother |
| aunt | daughter-in-law | half-sister |
| first cousin | | |

Please complete the appropriate portion below, sign and date this form, which will then become a part of your permanent personnel file. If this status changes, you must notify the Committee's Budget Office immediately of the change.

- [x] I am not related to any current (95th Congress) Member of Congress.
- [ ] I am related to a current (95th Congress) Member of Congress. (Please specify.) ______________________

Rebecca A. Rife
Signature of Employee

March 6, 1978
Date

1/7/7? 1 — P.M —

# Congress of the United States

## Employment Information Form

1. Name (Last, First, Middle) and Address (Number, Street, City, State, and ZIP Code) ☐ Mr. ☒ Miss ☐ Mrs.

Rife, Rebecca Anne
125 South Reynolds St., Apt. J-410
Alexandria, Va. 22304

2. Home phone (including Area Code): 370-6755
3. Other phone (including Area Code): Friend Judy Sullivan 697-1173 Leave messages

4. Kind of job you are applying for: Secretarial/Staff Assistant

5. Term of Employment: ☒ Full Time ☐ Summer

6. Will you accept temporary employment? ☒ Yes ☐ No

7. Will you accept part-time employment? ☒ Yes ☐ No

8. When will you be available? Immediately

9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? ☐ Yes ☒ No

10. Birth date (Month, Day, Year): 11/11/42

11. Home State: Pennsylvania

12. Height: Feet 5 Inches 6½

13. Are you a United States citizen? ☒ Yes ☐ No

14. Lowest acceptable annual salary in specific figures: $10,500

15. Number of dependents other than self: 0

16. Weight: 125

17. Social Security Number: 192-34-0781

18. Skills
☒ Typing ~~75-80~~ wpm. ☒ Shorthand @85-90 wpm.
(To be considered for positions involving typing or shorthand, applicants must undergo tests actually administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)
☐ Office equipment (specify)
☐ Computer: ☐ Terminal Operator, ☐ Programmer, ☐ Systems Analyst
(State expertise with specific systems, languages, and components.)

19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings.
Have been a G.S. 8 Social Worker. On Mid-Level Register and Clerk-Typist Register

20. Did you graduate from high school, or will you graduate within the next nine months? ☒ Yes ~~June 1960~~ MONTH/YEAR ☐ No HIGHEST GRADE COMPLETED
Course emphasis: ☒ Academic, ☐ Business, ☐ Other (specify)

21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.
Waynesboro Business School, Waynesboro, Pennsylvania - Attended during high school and studied typing and speed-writing.

| 22. A. Name and location (City and State) of colleges or universities attended. | Courses Studied: Major | Minor | Credits Completed: Semester | Quarter | Grade-Point Average on 4.0 Scale | Rank in Class | Dates Attended: From | To | Type of Degree | Year of Degree |
|---|---|---|---|---|---|---|---|---|---|---|
| Chatham College, Pgh., Pennsylvania | Psyc/Soc. | | | | 3.2 | Upper ½ | | 1960-64 | B.A. | |

| B. Chief undergraduate college subjects | Credits Completed: Semester | Quarter | C. Chief graduate college subjects | Credits Completed: Semester | Quarter |
|---|---|---|---|---|---|
| Strong liberal arts | | | | | |
| Many survey courses (including political science) | | | | | |
| Psychology/sociology major | | | | | |

D. Special achievements and awards. (Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.)
Awarded full college scholarship from Fairchild Aircraft Corporation Hagerstown, Maryland

23. Other languages. (Show proficiency in speaking, writing, and reading.) Some French

24. Dates of military service, if any. From: To: Branch: N.A. Rank: Serial No.:

| Answer the following questions. (If you answer "Yes" to any of these questions, give all pertinent details in Item 28.) | YES | NO |
|---|---|---|
| 25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.) | | |
| 26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions? | | |
| 27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.) | | |

28. Space for detailed answers. Indicate Item number to which answers apply.

| Item No. | |
|---|---|
| | |

**Do Not Write In This Block**

TEST RESULTS
TYPING: 77 W.P.M. ON A 5 MINUTE TEST
(81 W.P.M., 4 ERRORS)
SHORTHAND: ______ W.P.M. ON A 3 MINUTE TEST
OTHER TEST SCORES:
VERIFIED BY: [signature] DATE:

MAILING ADDRESS

SELECT COMMITTEE ON CONGRESSIONAL OPERATIONS
OFFICE OF PLACEMENT AND OFFICE MANAGEMENT

Describe Employment Experience On This Form. (A resume is not a substitute for this form. Any resume submitted should be limited to 2 pages.)

29. PART-TIME And SUMMER Employment During The Last Three Years.

| Name of Employer | Dates | Salary | Position and Duties |
|---|---|---|---|
| Worked for Sen. Gary Hart | for | a month | in 1975 when one of his secretarie |
| was on vacation. Worked | in of | fice | of Cong. Stanley Lundine for a month |
| when he won special elec | tion i | n 1976. | Typed invitations to a luncheon fo |

30. FULL-TIME Employment. (*List Most Recent Experience First.*) Dem. Nat'l. Comm. Dinner Comm.

**1.** Dates of employment (*month, year*) From August 1976 To ~~XXXXXXXX~~ December 1977

Exact title of position: Secretary (temp. position)

Annual Salary Starting $ 10,800 Present $ 11,500

Name of immediate supervisor: Fred Hansen

Name of employer (*firm, organization, etc.*) and address (*including ZIP Code, if known*): ACTION, 806 Connecticut Avenue, N.W., Washington, D.C.

Area Code and Phone No., if known: 254-5232

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? [X] Yes [ ] No

Reason for wanting to leave: Temporary position ended. Seeking permanent employment.

Description of work: Performed clerical duties: typing, sorting mail, answering phones, answered telephone inquiries, composed own correspondence at times. Helped coordinate office during reorganization.

**2.** Dates of employment (*month, year*) From Jan.-March 1975

Exact title of position: Secretary (?)

Annual Salary Starting $ 8500 Leaving $ 8500

Name of immediate supervisor: Mr. Bill Wise

Name of employer (*firm, organization, etc.*) and address (*including ZIP Code, if known*): Birch Bayh for President in '76, K St.N.W. Washington, D.C. (Call Sen. Bayh's office.

Area Code and Phone No., if known:

Reason for leaving: Campaign folded.

Description of work: Worked for press secretary, typed press releases and correspondence, mailed press releases to national mailing list; maintained press release files and national mailing list; answered routine calls from pres stayed on to write thank-you notes and help with financial report.

**3.** Dates of employment (*month, year*) From Apr. 1974 To Jan. 1975

Exact title of position: Legal Secretary

Annual Salary Starting $ 8,000 Leaving $ 8,000

Name of immediate supervisor: Mr. Andrew Pepsin

Name of employer (*firm, organization, etc.*) and address (*including ZIP Code, if known*): Wilkinson, Cragun and Barker, 1735 New York Avenue, N.W., Washington, D.C.

Area Code and Phone No., if known: 833-9800

Reason for leaving: Change fields; boring, no room for advancement in legal field

Description of work: Typed legal briefs and correspondence, helped librarian prepare summaries of Federal Register, relieved receptionist.

**4.** Dates of employment (*month, year*) From Nov. 1972 To March 1974

Exact title of position: Senate Majority Press Office, Harrisburg, Pa.

Annual Salary Starting $ 6800 Leaving $ 7200

Name of immediate supervisor: Mr. Vince Carocci

Name of employer (*firm, organization, etc.*) and address (*including ZIP Code, if known*): Senate Majority Press Office, Main Capitol Harrisburg, Penna.

Area Code and Phone No., if known:

Reason for leaving: Turned down a promotion to return to Washington.

Description of work: Handled personal secretarial duties; edited, typed and mailed press releases for Dem. state senators; did research. Set up a new filin system for newspaper clippings. Wrote a 100 page summary of a review of Pa's Public Employees Relations law

31. REFERENCES: List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do NOT repeat names of supervisors listed under Items 29 and 30.

| FULL NAME | PRESENT BUSINESS OR HOME ADDRESS (*Number, Street, City, State, and ZIP Code*) | TELEPHONE NUMBER |
|---|---|---|
| Mr. Theron Bell | ACTION Administrator, 806 C | onnecticut Av., NW |
| Ms. Jan Fernengel | Marketing Rep. Alexandria, | Va. 765-0826 |
| Louis and Sandra Kushner, | Esq. Dunmoyle Place, Pittsb | urgh, Pa. 412/661-0128 |

| CERTIFICATION | SIGNATURE (*Sign in ink*) | DATE SIGNED |
|---|---|---|
| I CERTIFY that all of the statements made in this form and any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. | Rebecca A. Rife | February 14, 1978 |



GPO : 1977 O - 91-004

Rebecca Anne Rife
125 South Reynolds Street, J-410
Alexandria, Virginia 22304
(703)370-6755

WORK HISTORY

July 1976-December 1977. ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. Secretary to the Director of the Peace Corps Placement Office. Performed secretarial duties, aided in coordinating office activities during a period of reorganization.

January-April 1976. Birch Bayh for President in '76, 1735 K Street, N.W., Washington, D.C. Worked for Senator Bayh's press secretary during his presidential campaign. Typed personal correspondence, typed and mailed press releases to national mailing list, maintained growing lists of persons to receive information, maintained files, answered inquiries mainly from the press regarding the Senator's schedule and stands on issues. Stayed on at request after campaign ended to write thank you notes and to help prepare Federal Election Campaign Report.

1975. Traveled to Europe and worked for Olsten Temporaries and Potomac Temporaries while searching for permanent employment. Also found temporary positions on my own initiative in the offices of Senator Gary Hart and WETA, the public television station in Arlington, Va., and Lord and Taylor's. Performed secretarial duties and sometimes administrative functions. I value this experience as I learned to adapt quickly to all kinds of working situations and in general broadened my knowledge.

April 1974-January 1975. Legal Secretary, Wilkinson, Cragun and Barker, 1735 New York Avenue, N.W., Washington, D.C. Typed legal briefs and correspondence, helped librarian prepare summaries of Federal Register, and relieved receptionist.

November 1972-March 1974. Secretary to Vince Carocci, Senate Majority Press Officer, Capitol, Harrisburg, Pennsylvania. Handled personal secretarial duties for the director and five other persons in the office; edited, typed and mailed press releases for all the Democratic state senators; did some research. Was in constant contact with state legislators and members of the press. Set up a new filing system for newspaper clippings. Wrote a hundred page summary of a review of Pennsylvania's Public Employees Relations Law. Turned down a promotion to return to Washington.

Fall of 1972. Office manager during the 1972 Presidential campaign of the Democratic Headquarters in Waynesboro, Pennsylvania (my home town). Recruited and coordinated office and field staff (approximately 60 people), managed the budget, purchased office supplies and decorated the office. Met with local candidates, attended meetings and rallies with them. Planned campaign strategy with county political leaders. Liaison person with the national campaign headquarters.

1967-1972. Caseworker at the D.C. Welfare Department, Adoption Section, 101 E Street, N.W., Washington, D.C. Counseled unwed mothers who applied for adoption services, placed their infants for adoption. Had extensive contact with other referral social agencies. Prepared adoption reports. Left social work to change fields.

1964-1967. Caseaid at Family and Children's Service, 327 Fifth Avenue, Pittsburgh, Pennsylvania. Placed pre-adoptive infants in foster homes, counseled foster mothers in their care and prepared evaluations of the infants and foster homes. Supervised some adoptive placements.

Summer of 1963. Employed as a summer intern at Franklin County Children's Aid Society, Miller Street, Chambersburg, Pennsylvania. Observed and aided the social workers, did some counseling, interviewed and evaluated foster parent applicants. Worked with the director of the agency in a public relations effort: contacted and visited county residents, particularly leading citizens, to make them more aware of the agency and its functions and to locate prospective foster parents. Left to return to senior year of college.

EDUCATION

1970-1971. Took courses through the U.S. Department of Agriculture Graduate School in free lance writing, urban affairs and duties of Capitol Hill Assistants.

1964. Awarded a B.A. in Psychology/Sociology from Chatham College, Pittsburgh, Pennsylvania. Strong liberal arts background. Awarded full college scholarship.

1960. Graduated from Waynesboro Area Senior High School, Waynesboro, Pennsylvania. Academic course.

1957-1958. Studied typing and speed-writing during summers at the Waynesboro Business College, Waynesboro, Pennsylvania.

References available upon request.

# M E M O R A N D U M

TO: Thomas Howarth, Budget Officer

FROM: I. Charles Mathews, Special Counsel I.C.M.

DATE: March 1, 1978

RE: Ms. Rebecca A. Rife

Please be advised that effective Monday, March 6, 1978, Ms. Rebecca Rife has accepted the position of Secretary with the John F. Kennedy Task Force. Her effective starting salary will be $13,500.00.

ICM:j